



DO AT LEAST 3 SITE EVALUATIONS, UNLESS MISSION REQUIREMENTS HAVE ESTABLISHED THE LOCATION (USE THE FOLLOWING FORMAT):

SECOND PROPOSED LOCATION (DIFFERENT CITY/STATE, NOT JUST HOTEL)

CITY AND STATE	USACE		OTHER THAN USACE		
	HQUSACE	FIELD	GOVERNMENT	NONGOV	TOTAL
NUMBER OF ATTENDEES					
ESTIMATED COST					
A. TRAVEL & PER DIEM					
B. FACILITIES, SPEAKERS, ETC. #	# IF OVER \$2,000.00, LIST WHAT IS BEING PROVIDED				
C. TOTAL OF A & B					
D. SALARY COST OF SUPPORT STAFF					
E. SALARY COST OF ATTENDEES					

THIRD PROPOSED LOCATION (DIFFERENT CITY/STATE, NOT JUST HOTEL)

CITY AND STATE	USACE		OTHER THAN USACE		
	HQUSACE	FIELD	GOVERNMENT	NONGOV	TOTAL
NUMBER OF ATTENDEES					
ESTIMATED COST					
A. TRAVEL & PER DIEM					
B. FACILITIES, SPEAKERS, ETC. #	# IF OVER \$2,000.00, LIST WHAT IS BEING PROVIDED				
C. TOTAL OF A & B					
D. SALARY COST OF SUPPORT STAFF					
E. SALARY COST OF ATTENDEES					

IF LOWEST COST SITE WAS NOT CHOSEN EXPLAIN WHY OR IF ONLY 1 SITE WAS EVALUATED, EXPLAIN WHY ON 1 SITE WAS EVALUATED.

SIGNATURE OF FIELD COMMANDER/DIRECTOR OR HQUSACE DIRECTOR OR OFFICE CHIEF AND DATE (TYPE OR PRINT TITLE AND NAME).